

INTERAGENCY FOREIGN SERVICE NATIONAL EMPLOYEE POSITION DESCRIPTION

Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3 FAH-2)

1. POST US Embassy

Kampala

2. AGENCY CDC

Centers for Disease Control and Prevention

3a. POSITION NO.

TBD

3b. SUBJECT TO IDENTICAL POSITIONS? AGENCIES MAY SHOW THE NUMBER OF SUCH POSITIONS AUTHORIZED AND/OR ESTABLISHED AFTER THE "YES" BLOCK. ☐ Yes ☐ No

4. REASON FOR SUBMISSION

☐ a. Reclassification of duties: This position replaces

Position No. _____

(Title)

(Series)

(Grade)

☒ b. New Position

c. Other (explain)

5. CLASSIFICATION ACTION

Position Title and Series Code

Grade

Initials

Date
(mm-dd-yy)

a. Post Classification Authority

Public Health Specialist (HIV/AIDS Counseling and Testing), FSN-550

9-T

b. Other

c. Proposed by Initiating Office

Public Health Specialist (HIV/AIDS Counseling and Testing), FSN-550

6. POST TITLE POSITION (if different from official title)

7. NAME OF EMPLOYEE

8. OFFICE/SECTION

Centers for Disease Control & Prevention

a. First Subdivision

b. Second Subdivision

c. Third Subdivision

9. This is a complete and accurate description of the duties and responsibilities of my position.

10. This is a complete and accurate description of the duties and responsibilities of this position.

Typed Name and Signature of Employee

Date(mm-dd-yy)

Typed Name and Signature of Local Supervisor

Date(mm-dd-yy)

11. This is a complete and accurate description of the duties and responsibilities of this position. There is a valid management need for this position.

12. I have satisfied myself that this is an accurate description of the position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards.

Typed Name and Signature of American Supervisor

Date(mm-dd-yy)

Typed Name and Signature of Human Resources Officer

Date(mm-dd-yy)

13. BASIC FUNCTION OF POSITION

The Counseling and Testing Public Health Specialist is a key public health specialist, under the supervision of the Biomedical and Behavioral Team Lead in the Prevention Branch at CDC/Uganda, and is responsible for guiding the strategic direction of the HIV Counseling and Testing program. The job holder's responsibilities include program and administrative management; coordination and collaboration with other CDC-Uganda and the inter-Agency PEPFAR staff to ensure that project implementation addresses program strategic goals and

internationally recognized public health standards and best practices; constant and clear communication with implementing partners, including host government ministries, non-governmental and international organizations for all issues related to the agency's counseling and testing program activities.

14. MAJOR DUTIES AND RESPONSIBILITIES

100 % OF TIME

Program Management (80%)

Job holder has primary responsibilities for program management and oversight of partner agencies implementing HIV Counseling and Testing (HCT) activities funded by the U.S. government; oversees the design, coordination, and support for implementation of facility, home and community-based HIV CT services for at-risk populations in Uganda. This includes providing support in identifying, assessing, and implementing HIV counseling and follow-up services at selected health care facilities. Incumbent is responsible for the planning and implementation of HCT programmatic activities. Working with partners including Health Ministry officials, job holder recommends to the USG and MOH counterparts approaches to enhancing and improving HCT services and activities in Uganda. In collaboration with various stakeholders, job holder is responsible for establishing HCT priorities for the USG team, and ensuring that the USG strategy for HCT service delivery is in line with national policies and priorities.

Incumbent participates in developing scopes of work for long- and short-term personnel needed to accomplish HCT program activities. Job holder provides HCT programmatic guidance to staff at all levels, and assists ministry officials to develop evaluation tools for its staff members engaged in HCT activities. Working in collaboration with mid-level and senior ministry staff, implementing partners and the Strategic Information team, incumbent follows closely all programs under his/her purview to assure that specific objectives are achieved and/or appropriate remedial activities are instituted when required. In conjunction with the Strategic Information team, job holder develops program evaluation strategies, methodologies and indicators for monitoring HIV/AIDS counseling and testing programs in accordance with standard guidelines and protocols. Position ensures that appropriate data management systems to monitor health objectives and indicators for counseling and testing programs are in place and takes responsibility for the management of these systems within the Prevention Branch. Provides advice and recommendations to the head of section and supervisor in interpreting data on program objectives and indicators related to HIV counseling and testing. Job holder conducts periodic site visits to monitor and assess the quality of HIV counseling and testing services carried out by implementing partners. Provides technical assistance and monitors HCT quality assurance activities, and progress related to impact and sustainability of interventions.

Incumbent collaborates in the development of standard HIV training protocols and national HCT Guidelines. Identifies training needs and participates in the development and implementation of training courses for partner organizations. Works with the Ministry prevention/HCT unit to ensure training sessions and updates for USG staff and implementing partners on issues related to HCT program implementation. Recommends appropriate staff for training to meet program needs. Job holder arranges for Ministry HCT staff to attend appropriate seminars, workshops, and training courses to enhance their skills in planning and conducting HIV activities. Designs practical training courses for various target audiences on how to implement, monitor and evaluate HCT programs, and how to use monitoring and evaluation (M&E) data, and reports progress to key stakeholders. Serves as a resource and participates in workshops and seminars organized by partner organizations as appropriate.

Job holder leads the process of developing/reviewing and adapting HIV/AIDS counseling and testing training curricula and materials to meet appropriate international standards, regional protocols, and local realities. In conjunction with other team members, incumbent coordinates training programs for clinical and non-clinical staff in counseling aspects of all prevention programs, testing for HIV, adherence to therapy and all other associated counseling.

Job holder builds the capacity (including training) of counterparts and establishes strong linkages and referral systems for people living with HIV/AIDS. Works with implementing partners, assists in the design and implementation of a strong supervision system for HCT sites to initiate and strengthen quality assurance (QA) for

facility, home and community-based HIV/AIDS Counseling and Testing. Reviews and/or introduces the use of counselor supportive supervision, counselor self-assessment, develops site assessment checklists, prepares service mapping for referral linkage, regular support mentorship visits, data collection systems support; and provides quality control in conjunction with the management/ regional laboratory experts. Conducts periodic site visits to: 1) acquaint partners with key issues associated with overall program efficiency, effectiveness, and compliance; 2) design and oversee implementation of capacity building of sustainable and community-based activities; and inform communities of available counseling and testing support services; 3) . Coordinate with implementing partners, and support them to facilitate access to HIV rapid test kits (RTKs) and provide technical support in forecasting, storage, stock management and reporting; 4) facilitate other needs assessments, including training needs; 5) track and monitor progress and; 6) make recommendations for project adjustments as appropriate.

Administrative Management

(20%)

Job holder provides technical advice to program collaborators and contractors on management and implementation of contracts and cooperative agreements to ensure consistency with PEPFAR policies and guidance. Participates with partners in the development of work plans for implementation of activities following contract and/or cooperative agreement awards. Maintains up-to date statistics and projects data for the Project's performance reporting. ; Reviews implementing partners' quarterly plan and assists in preparation of monthly and quarterly activity plans for effective program implementation.

Job holder maintains files and records in the HCT data collection and reporting processes specific to the activities and programs for which he/she is responsible. Incumbent is responsible for data integrity and security of information in the reporting databases. Other program files include reports, meeting summaries and minutes, copies of all cooperative agreements/contracts, research determinations, panels, and awards.

Incumbent is responsible for providing oversight and monitoring the budgets allocated to HIV counseling and testing activities in cooperative agreements of implementing partners within the job holder's portfolio. This includes reviewing budget requests for appropriateness, monitoring use of funds or adherence to proposed activities, quarterly pipelines reviews and budget status reports, following up on irregular findings, and providing advice for realignments and/or redirection of budgets.

Represents CDC at national/regional technical working groups (TWGs) and other HCT program specific taskforces.

15. QUALIFICATIONS

A. Education: Master's (MPH, MSHP, MSW) Degree in public health, medicine, nursing, behavioral or social sciences is required.

B. Prior Work Experience: Two years of mid-to senior level public health experience in developing, implementing and evaluating HIV/AIDS Prevention or other public health programs, including HIV testing and counseling and the implementation of community health activities is required.

C. Post Entry Training: Professional seminars to expand knowledge, skills and abilities in HIV/AIDS prevention, counseling and testing, behavior change, care and treatment, program evaluation, practices, procedures and administrative and fiscal management. PEPFAR and agency-specific training in approaches to program design, implementation and reporting.

D. Language Proficiency (level and specialization): Level IV (fluency – speaking/reading/writing) in English is required.

E. Job Knowledge: Comprehensive knowledge and experience in HIV/AIDS prevention, counseling and testing and , behavior change interventions required. Detailed knowledge of USG HIV/AIDS public health

programs, strategies, methods, processes and techniques used to plan, develop, implement and evaluate results of counseling and testing programs is required. A detailed knowledge of the range of prevention programs, policies, regulations and precedents applicable to development and administration of national/international public health prevention counseling and testing programs is required. Good working knowledge of program management in support of contracts/cooperative agreements/grants/purchase requisitions is required. Thorough public health knowledge of current HIV/AIDS issues is required. Detailed knowledge of the host government health care system and structures, including familiarity with MOH policies, program priorities and regulations is required.

F. Skills and Abilities: Excellent oral and written communications skills to develop and maintain effective working relationships with national and international health partners are required. Ability to prioritize amongst competing demands and work with minimal supervision in a strict deadline environment. Good working knowledge of overall administrative requirements, budgeting and fiscal management in support of contracts, cooperative agreements and grants is required. Intermediate user level of word processing spreadsheets and databases is required. Numerical skills for data analysis are required. Keyboarding skills that include speed and accuracy are required.

16. POSITION ELEMENTS

A. Supervision Received: Directly supervised by the Biomedical and Behavioral Team Lead, Prevention Branch.

B. Supervision Exercised: None

C. Available Guidelines: Generally accepted HIV/AIDS international medical and ethical standards for care and support. PEPFAR guidelines and procedures from the Office of the Global AIDS Coordinator, the Country Operational Plan (COP), U.S. Government (including agency and PEPFAR) and Ministry of Health rules, regulations, and policies as appropriate.

D. Exercise of Judgment: Required to make independent and professional judgments on the quality and effectiveness of HCT assigned activities. Required to develop strategies for eliciting cooperation and commitment for implementation and evaluation activities from implementing partners of programs for which responsible.

E. Authority to Make Commitments: Position has no authority to make financial commitments; however, in the course of program management responsibilities position has limited authority to make non-contractual commitments related to project support and the provision of training and technical assistance.

F. Nature, Level and Purpose of Contacts: Regular internal lower- and mid-level contact with other agency PEPFAR counterparts and agency counterparts in complementing HIV/ADS programs to coordinate counseling and testing programs that achieve results specified in PEPFAR strategic objectives. External contacts are with mid-to-senior program managers in the MOH, participating partners, NGOs and other program collaborators. Purpose is to support and develop the highest technical quality of HIV/AIDS CT programs. Contacts also include professional program and clinical staff including physicians, nurses, laboratory technicians, NGO directors, supply chain managers, pharmacists, and other public health professionals for purposes of program evaluation.

G. Time Expected to Reach Full Performance Level: One year.